



JOB SPECIFICATION

Code 16050
Grade PM 128

RECREATION DISTRICT SUPERVISOR

General Purpose

Under direction, coordinate recreation operations in an assigned region of the City through subordinate site supervisors.

Typical Duties:

Plan, oversee, and monitor recreation sites and services. Involves: Establish plans and priorities for long-term department and division goals. Plan or participate in planning of recreation services offered at sites. Monitor and analyze effectiveness of on-going activities at assigned centers. Review analytical reports and make appropriate determinations and recommendations. Recommend or direct action to improve service delivery. Consult with staff to obtain ideas and support new or improved procedures and plans for services and programs. Coordinate projects with staff in other divisions.

Represent the department and provide technical support, information and guidance on recreation site programs. Involves: Respond to requests for information on recreation policies and procedures. Resolve problems and recommend appropriate action. Assist with the development and monitoring of the division budget. Prepare and monitor recreation center budgets. Prepare complex comprehensive documents on analysis, studies, special reports and recommendations. Direct the preparation of activity reports. Attend City Council, professional meetings and other gatherings to represent the department.

Supervise assigned staff. Involves: Supervise directly and through subordinate supervisors assigned staff. Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of recreation site management principles and practices.
- Application of considerable knowledge of recreation programs and activities.
- Application of good knowledge of budget development and management.
- Supervise, train and evaluate assigned staff.
- Develop and implement a variety of recreation programs for a wide variety of interest groups.
- Clear concise oral and written communication for report development and presentations.
- Establish and maintain effective working relationships with coworkers, city officials, other city departments, other recreation agencies and the general public.

Other Job Characteristics

- Office environment.
- Occasional driving through City traffic.



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Minimum Qualifications

Education and Experience: A Bachelor's degree in recreation management, physical education or related field, and six (6) years recreation experience, including four (4) years supervisory experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.